METRORAIL TRANSIT - FIRE/RESCUE
EMERGENCY PROCEDURES POLICY AGREEMENT
June 2015

I. INTRODUCTION

This Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement ("Agreement") is a body of procedures developed by the regional Fire Chiefs of the Greater Washington Metropolitan area, along with the Washington Metropolitan Area Transit Authority (WMATA). The procedures outline the concepts used in emergency operations to ensure the safety of passengers, WMATA employees, and fire/rescue personnel during emergencies involving the WMATA Metrorail Transit System.

These procedures provide for the coordination and performance of specific duties to safely mitigate rail emergencies in the Metrorail system. They are not intended to serve as the only set of governing procedures for WMATA or for any jurisdiction fire department in the Greater Washington Metropolitan Area, but rather to provide a foundation to develop specific and related operational procedures and implementation by WMATA and each relevant emergency response agency.

II. AGREEMENT PARTICIPANTS

A. WMATA

Presently, WMATA provides public transportation service through an interwoven system of rail transit and bus service that delivers passengers within the Washington Metropolitan Transit Zone. The system transverses the District of Columbia, the Cities of Alexandria, Falls Church and Fairfax, and Arlington, Fairfax and Loudoun Counties in the Commonwealth of Virginia, and Prince George's and Montgomery Counties in the State of Maryland, and the Metropolitan Washington Airports Authority and Federal Government properties.

WMATA will be referred to as the first due party to this Agreement.

B. Fire and Rescue Services

Providing emergency fire and rescue services is the responsibility of individual jurisdictions located within the Washington Metropolitan Area Transit Zone ("member jurisdictions"). These services are comprised of either fully career fire personnel or a combination of both career and volunteer fire personnel.

These service providers will be referred to as the second party to this Agreement.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-01 (Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: **Incident Notification**	ISSUED BY:

1.1. **Purpose:**

1.1.1 To establish policy and procedures governing notification to an affected jurisdiction of an emergency within the Metrorail system.

1.2. **Applicability:**

1.2.1 This policy and procedure applies to all employees of WMATA and to fire/rescue personnel responding to an emergency within the Metrorail system.

1.3. **Definitions:**

1.3.1 **Emergency:** For the purpose of this policy, an "emergency" is any abnormal situation or incident affecting WMATA property with potential danger to life safety, such as fires, releases of hazardous materials, accidents, medical emergency or attempted suicides, requiring the immediate response of fire/emergency medical rescue service.

1.3.2 **Rail Operations Control Center (ROCC)[1]:** The center or terminus for train control information, trouble alarms and radio transmissions, which is vital to the operation of the WMATA Metrorail system. This center is staffed by WMATA supervisors responsible for overall control and coordination of WMATA resources during an emergency. The ROCC shall work collaboratively with the Incident Commander and ROCC Fire/Rescue Liaison under a Unified Command to achieve a safe outcome and mitigation of the emergency.

1.3.3 **Metrorail system:** All portions of the rail roadway including stations, shafts, yards, yard facilities, electrical substations, tiebreaker stations, and the ROCC. Excluded from this definition are the offices of the Jackson Graham Building, buses, and bus facilities.

[1] The ROCC is critical to operational coordination and successful incident management.

1.4. Policy:

1.4.1 Upon notification of an emergency within the Metrorail system, the ROCC will immediately notify the jurisdictional fire/rescue service(s) responsible for taking action.

1.5. Procedure:

1.5.1 Once WMATA personnel notify the ROCC of an emergency, the ROCC will immediately notify the appropriate fire/rescue jurisdiction. The ROCC may then further evaluate the incident to determine the appropriate station; nature of the problem (e.g. fire, flood, smoke, etc.) and its magnitude; type of assistance requested; specific location of the problem (the chain-marker if available) and the best access points; third rail status, train movement status, and provide frequent updates of pertinent information.

1.6. Responsibilities:

1.6.1 WMATA personnel are required to notify the ROCC of any emergency incident(s) that may require fire department response pursuant to this Agreement as expeditiously as possible.

1.6.2 When a jurisdiction is notified of an emergency within the Metrorail system from a source other than the ROCC, the fire/rescue communications center receiving the call for assistance will dispatch appropriate resources and notify the ROCC.

1.6.3 The ROCC will immediately notify the dispatching fire/rescue communications center if the ROCC receives information indicating fire/rescue personnel and equipment **are not required** before dispatched personnel and equipment reach the scene of the reported emergency. The responding fire/rescue jurisdiction may continue to the scene to verify the current conditions and may return the remaining units if their services are not needed.

1.6.4 After notifying the principal appropriate fire/rescue jurisdiction of an incident in the Metrorail system, the ROCC will then notify any jurisdictions that share a common boundary for incidents that occur at or near that boundary.

1.7. Cancellation:

1.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-02(Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: Fire/Rescue Emergency Response	ISSUED BY:

2.1. Purpose:

2.1.1 To establish policy and procedures governing the appropriate fire/rescue emergency response from an affected jurisdiction for an emergency within the Metrorail system

2.2. Applicability:

2.2.1 This policy and procedure applies to all employees of WMATA and to fire/rescue personnel notified of, or responding to, an emergency within the Metrorail system.

2.3. Definition:

2.3.1 Minor Fires: Small in nature, easily extinguished with a standard WMATA fire extinguisher. These fires may include insulators, trash or accumulated debris in the station or along the wayside.

2.3.2 Two-Directional Approach: Tactical effort that initiates fire department rescue and suppression functions from the opposite ends of a Metrorail incident. This effort is normally started at a station portal or rail roadway way (RRW) gate.

2.4. Background:

2.4.1 Mitigation of a rail emergency may require a large commitment of resources. This policy provides guidance to WMATA and fire/rescue personnel in the initial deployment of these resources.

2.5. Policy:

2.5.1 Upon notification of an emergency within the Metrorail system, the

appropriate available fire/rescue jurisdiction(s) shall respond to a request for emergency service.

2.6. Procedure:

2.6.1 Jurisdictional fire/rescue services with WMATA emergency responsibilities will coordinate service activities and response procedures to ensure that adequate resources are dispatched to emergencies.

2.6.2 When an emergency is reported either in a tunnel or on an aerial structure, units shall be dispatched to an access point on each end of the emergency. The exact location of an emergency in a tunnel may be difficult to determine; therefore, the two-directional approach may save time in starting fire/rescue operations. When an emergency occurs in a common corridor or an at-grade track location, units may be dispatched to the nearest rail roadway (RRW) gate.

2.6.3 The type and severity of the emergency will determine the extent of WMATA personnel and equipment on the scene.

2.6.4 WMATA personnel with the knowledge, skills and abilities to operate a standard WMATA fire extinguisher may extinguish minor fires. The ROCC will notify the appropriate jurisdictional fire/rescue service.

2.6.5 Where adjoining jurisdictional fire/rescue services share a common boundary crossed by WMATA's system, these service entities will coordinate the emergency response procedures and determine the minimum resource levels required for mitigating the emergency.

2.6.6 If an emergency occurs where a train rests within multiple jurisdictions, the location of the operator's cab, relative to the train's direction of travel, will determine the jurisdiction responsible for mitigating the emergency.

2.7. Enhanced WMATA Rail Response:

2.7.1 A program will be initiated to staff a Fire/Rescue Liaison at the ROCC at a minimum of five (5) days per week, eight (8) hours per day. The program will be reevaluated by the COG Fire Chiefs Committee and WMATA leadership no later than June 1, 2016 to determine staffing needs and potential funding sources.

2.7.2 The duties and staff hours of the ROCC Fire/Rescue Liaison shall be detailed in a position description maintained by the jurisdiction providing the Fire/Rescue Liaison function and incorporated as an appendix (Appendix D) to this Agreement. This position description shall be approved by all signatories to this Agreement.

2.7.3 During Metrorail incidents, until such time as a Fire/Rescue Liaison is present 24/7 at the ROCC:

2.7.3.1 Upon request, Prince George's County Fire/Emergency Medical

Services (EMS) Department will provide a Liaison Officer to support the Incident Commander for incidents within the Metrorail system.

2.7.3.2 Upon request, District of Columbia FEMS will dispatch a Battalion Fire Chief to the ROCC for WMATA incidents occurring in the District of Columbia. Upon request, DC FEMS will dispatch a Battalion Fire Chief to the ROCC in support of other jurisdictions.

2.8. Cancellation:

2.8.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY	NUMBER: 2008-03(Rev2)
	DEVELOPED BY: PRSSC
	EFFECTIVE DATE: 2015

	SUBJECT:	ISSUED BY:
	Command and Control	

3.1. Purpose:

3.1.1 To establish policy and procedure governing the command and control of all operations during an emergency within the Metrorail system

3.2. Applicability:

3.2.1 This policy applies to all employees of WMATA and fire/rescue personnel responding to, or involved in, an emergency within the Metrorail system.

3.3. Definitions:

3.3.1 Chain of Command: A defined statement of the lines of supervision and responsibility, which delineates the relationship of authority and responsibility within an organization.

3.3.2 Incident Commander (IC): The senior fire official of the jurisdiction with the authority to respond to the emergency. This individual is responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. Command shall be established with the arrival of the first fire/rescue service provider unit.

3.3.3 Incident Command Structure for NIMS:
See Appendix A (Definitions)

3.3.4 National Incident Management System (NIMS): System mandated by HSPD-5 to provide a consistent nationwide approach for Federal, State and local

governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. Provisions are delineated in FEMA Document 501, March 1, 2004. NIMS includes utilization of the defined Incident Command System, which describes specific operational relationships in incident management, including designation of an Incident Commander and supporting staff structure.

3.3.5 On-Scene Commander (OSC): The WMATA Official assigned to oversee the actions of WMATA employees on the scene of an emergency. This position will be established by the first arriving Metro Transit Police Official or responsible rail supervisor until a Transit Officer is present and will report directly to the Incident Commander. OSC is an internal WMATA identification. The term will not be used for a radio designation during an emergency response. Such a designation may cause confusion with the term, "Incident Commander." The OSC will be assigned to an appropriate function within the ICS as for the specific emergency and will be expected to be the WMATA representative to Unified Command.

3.3.6 Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictional boundaries. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies.

3.3.7 Immediately Dangerous to Life or Health (IDLH): Defined by OSHA as an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

3.4. Background:

3.4.1 Emergency incident management within the Metrorail system can only be coordinated by effective communications between WMATA and responding agencies at the scene. Properly implemented command and control functions are the most important elements in mitigating an emergency to assure safe operations and a positive outcome.

3.5. Policy:

3.5.1 The Incident Commander on the scene of an emergency involving the Metrorail system will assume overall command of the incident. The WMATA On-Scene Commander (OSC) is responsible for the control and coordination of all WMATA activities at the scene. The coordination of these activities will be subject to approval of the Incident Commander. All incidents will be managed

using NIMS and Unified Command.

3.6. Procedure:

3.6.1 Command shall be established with the arrival of the first fire/rescue service provider unit at the incident. The Officer in Charge (OIC) of that unit has command responsibilities until relieved by a command level officer.

3.6.2 The Incident Commander is responsible for controlling the incident until such time as the incident is mitigated and the incident site is safe and all operations occurring under the Incident Command structure are concluded.

3.6.3 The Incident Commander will immediately establish a Command Post (CP) for all emergency incidents.

3.6.3.1 The Command Post should be located in proximity to the incident or primary station and be safe for responders or managers without the need for personal protective equipment (PPE).

3.6.3.2 The Incident Commander will notify WMATA of the CP location and a detailed description of the vehicle and location (illustrative example: "The Command Post will be located at the red SUV labeled 'Deputy Fire Chief' in the bus lane at the entrance to the station").

3.6.3.3 The Command Post vehicle green strobe light will be activated where available.

3.6.3.4 The Command Post should be configured to provide access and space for responders, facilitate unified command and provide protection from the elements.

3.6.3.5 WMATA and/or the responding jurisdiction will provide a command unit/bus for extended incidents.

3.6.3.6 The Command Post should not be located at the kiosk or any other location with the potential for an IDLH atmosphere, to hinder station evacuation or responder access.

3.6.4 The use of jurisdiction and WMATA accountability systems, as addressed in NIMS, is mandatory. The Unified Command is accountable for the assignment and safety of all personnel on the scene.

3.6.4.1 The Unified Command will establish a "hot" zone, defining the boundaries considered potentially hazardous and in close proximity to the emergency.

3.6.4.2 The Incident Commander will be responsible for maintaining accountability for fire/rescue personnel, and the WMATA On-Scene

Commander will be responsible for WMATA personnel within the Unified Command structure in this zone.

3.6.5 The Incident Commander will ensure that all personnel responding to an emergency use the level of PPE appropriate for the incident.

3.6.6 At the conclusion of an emergency, the Incident Commander will clear the scene and notify the WMATA Rail Operation Control Center (ROCC) that command is being transferred to the designated WMATA On-Scene Commander.

3.6.7 The first Metro Transit Police Officer or responsible rail supervisor to arrive at the scene will be designated as the WMATA's On-Scene Commander (OSC) and will assume all the duties and responsibilities associated with the position. The OSC will report to the fire/rescue Command Post and will coordinate the activities between the Incident Commander and WMATA employees in accordance with Unified Command.

3.6.8 The WMATA On-Scene Commander will establish a list identifying and locating all WMATA employees operating in the hot zone. This information will be provided to the Incident Commander.

3.6.9 Assigned WMATA personnel will assist fire/rescue personnel with resources in accordance with the principles of Unified Command.

3.6.10 For major emergencies, the Incident Commander shall dispatch a fire department representative to the ROCC to assist with incident coordination.

3.6.11 Upon request, the Incident Commander will assist other jurisdictions and/or governmental agencies in conducting accident/incident investigation.

3.7. Cancellation:

3.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-04(Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: **Removal and Restoration of Third Rail Power**	ISSUED BY:

4.1. Purpose:

4.1.1 To establish policy and procedures governing the removal and restoration of third rail power during Metrorail system emergency response.

4.2. Applicability:

4.2.1 This policy and procedure applies to all employees of the Metrorail system and to fire/rescue personnel responding to or involved in an emergency within the Metrorail system.

4.3. Definitions:

4.3.1 Blue Light/ETS (Emergency Trip Station) Boxes: Boxes located at approximately 800-foot intervals along the track roadway and at the end of each station platform. Inside the box is a red emergency trip button installed for the purpose of removing third rail power in an emergency and a wayside telephone.

4.3.2 Warning Strobe Alarm Device (WSAD): A device used to detect the presence of power in the third rail in a work/emergency area. The WSAD gives a visible and audible warning if power is detected in the third rail.

4.3.3 Supervisory Power Removal: Third rail power removed remotely by the WMATA Rail Operation Control Center (ROCC).

4.3.4 Red Tag Power Removal: Third rail power removed by physically disengaging large breakers in power substations and/or tiebreaker stations. These breakers are then red-tagged to ensure they are not turned back on accidentally.

4.3.5 Short Duration Emergency: An emergency in which the reason for removal of third rail power has been corrected prior to the arrival of WMATA Power Crews to the designated power substation and/or tiebreaker station. Typically these incidents do not exceed one hour.

4.3.6 **Extended Emergency**: An emergency in which the reason for removal of third rail power has **not** been corrected prior to the arrival of WMATA Power crews at the designated power substation and/or tiebreaker station.

4.3.7 **Safety Group**: NIMS-designated group that is assigned by the Incident Commander to carry out safety duties at the scene of an incident.

4.4. Background:

4.4.1 Management of an emergency incident within the Metrorail system can only be coordinated by effective communications between WMATA and responding agencies at the scene of the incident. Properly implemented command and control functions are vital in mitigating an emergency.

4.5. Policy:

4.5.1 The ROCC will remove power from the third rail when requested by the Incident Commander, OSC, or designee.

4.6. Procedure:

4.6.1 Removal

4.6.1.1 Fire/rescue personnel will not operate in the rail track bed unless assured that third rail power has been removed.

4.6.1.2 The preferred method is for fire/rescue personnel to request removal of third rail power through the ROCC. This action will allow time for the ROCC to safely position trains, which may be in the affected area before power removal.

4.6.1.3 Should fire/rescue personnel directly encounter an incident with immediate danger to life safety, third rail power may be removed by depressing the red emergency trip button found at the Emergency Trip Station (ETS). The ROCC shall be notified of this action. Fire/rescue personnel will provide their name, title, responding agency with which they are affiliated, and the reason for third rail power removal.

4.6.1.4 Power management for short duration emergencies is typically handled by supervisory power removal. The Incident Commander will request this directly from the ROCC.

4.6.1.5 For extended emergencies, the Incident Commander should request a Red Tag Power Removal from the ROCC.

4.6.1.6 During all rail emergencies, the Incident Commander will ensure that at least one WSAD unit is placed in service at each end of the incident work area, and that sufficient additional WSADs are used in

incident locations that encompass one or more interlocking switches, pocket tracks, gaps in the third rail, etc., to warn personnel of third rail re-energization.

4.6.2 Restoration

4.6.2.1 Before restoring third rail power, the Incident Commander or designee (Safety Group) must inspect the incident area to ensure that all fire/rescue and WMATA personnel and equipment are clear. The Incident Commander will advise the fire department communications center and the ROCC of the power restoration. Announcements shall be made on the fire department radios (Public Safety Radio System). When satisfied that this has been accomplished, the Incident Commander will notify the ROCC and the On-Scene Commander that it is ok to restore power.

4.6.2.2. Initially, the ROCC may remove power in a larger area than necessary, interrupting train movement and leading to overcrowding in other stations. When WMATA officials arrive on the scene, they may request the Incident Commander to allow power restoration on an adjacent track. The Incident Commander should make every effort to grant this request to restore limited service according to 4.6.2.1. When power is restored in an adjacent area, fire/rescue personnel must confirm that power is off in the incident area.

4.6.2.3. WMATA personnel will complete restoration of power to the third rail **after** fire/rescue personnel and equipment clear the incident scene. The WMATA On-Scene Commander, with concurrence of Unified Command, will give the order to restore power after the incident site is inspected.

4.6.3 General

4.6.3.1 Fire/rescue personnel must not enter the electrical power rooms unless there is reason to believe a life hazard exists.

4.6.3.2 When fire/rescue personnel are working in the track switching area, caution must be used because switches operate independently of the traction power.

4.7. Cancellation:

4.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY	NUMBER: 2008-05(Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015

	SUBJECT:	ISSUED BY:
	Rail Car Movement and Evacuation	

5.1 Purpose:

5.1.1 To establish policy and procedure governing the movement and evacuation of rail cars within a particular jurisdiction engaged in an emergency within the Metrorail system.

5.2. Applicability:

5.2.1 This policy applies to all WMATA employees and to fire/rescue personnel responding to or involved in an emergency within the Metrorail system.

5.3. Definitions:

5.3.1: Recovery Train: A designated train used to couple to a disabled train to move the disabled train to a station, out of a tunnel, off a bridge, or to a safe location.

5.3.2: Rescue Train: A designated train used to access an incident for the purpose of evacuation or movement of fire/rescue and police personnel and equipment.

5.3.2 Single Tracking: The management of the train volume by WMATA in which trains are strategically moved using a single track to continue transportation needs during an emergency or system work project.

5.4. Background:

5.4.1 The movement of rail cars during an incident must balance safety and coordination between WMATA and the fire/rescue jurisdiction involved to reduce the potential of additional casualties. This effort must be managed appropriately to ensure the proper mitigation of an incident and to allow rail tracks to be reopened in a timely manner and transportation service restored.

5.5. Policy:

5.5.1 Upon notification of an emergency affecting rail operations, the Rail Operations Control Center (ROCC) will stop all trains in the affected area at the nearest station or reroute the trains out of the area, if practical.

5.6. Procedure:

5.6.1 A fire or smoke condition on a train requires that the WMATA train operator attempt to move the affected train into a station. If operating above ground, the operator will not enter a tunnel to reach a station.

5.6.2 The ROCC will secure authorization from the Incident Commander before allowing any train to be moved in the vicinity of the emergency.

5.6.3 When rail service is interrupted during an emergency and passengers must be discharged from rail cars, every attempt will be made to move the train to the nearest station before discharging them. Passengers will be discharged from trains to the rail track bed only when no other alternatives are available.

5.6.4 The Unified Command will evaluate the timelines of available removal options, hazards and risks associated with each option, and determine the strategy for evacuating passengers from a train.

5.6.5 Whenever rail passengers must be discharged to the track bed or moved to another train, the situation will be considered an emergency and WMATA will notify or request immediate assistance from the appropriate fire/rescue jurisdiction.

5.6.6 The ROCC will advise the appropriate fire/rescue communication center(s) and the Incident Commander of any change in the status of car evacuation or train movements within the affected area.

5.6.7 Before a planned evacuation to the track bed, third rail power must be removed from both tracks and confirmed as de-energized along the entire route of evacuation.

5.6.8 If passengers access the emergency evacuation doors and exit the car during an emergency, the ROCC will remove third rail power from the affected area and notify the Incident Commander.

5.6.9 In the event of an evacuation, the Unified Command shall establish casualty collection points at exit points to assist passengers. WMATA shall support these points with personnel and resources necessary to be able to adequately account for riders.

5.7. Cancellation:

5.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-06(Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: Release of Information	ISSUED BY: PRSSC

6.1 Purpose:

6.1.1 To establish a policy and procedure for the release of incident information during an emergency involving the Metrorail system.

6.2. Applicability:

6.2.1 This policy and procedure applies to all employees of WMATA and all to fire/rescue personnel responding to an emergency within the Metrorail system.

6.3. Definition:

6.3.1 Initial Report: Information regarding first assessment of the incident, which may include the units or agencies both notified and on the scene, the scope and anticipated duration of the emergency, and information regarding further updates.

6.4. Background:

6.4.1 The media may request information on the specific circumstances affecting the public regarding the status of the Metrorail system. The responses to these requests and release of information must be coordinated between WMATA and the responding fire/rescue service.

6.5. Policy:

6.5.1 The Incident Commander is responsible for providing information to the media regarding the mitigation of the emergency. WMATA is responsible for providing information regarding the Metrorail system and impact of the incident on Metrorail passengers.

6.6. Procedure:

6.6.1 The Incident Commander will provide an initial report and subsequent

updates first to WMATA, and then to the media as soon as practical. The Incident Commander may appoint a Public Information Officer to communicate with the media. This does not preclude the WMATA Media Relations Office from responding to questions regarding the Metrorail system and passenger service before the initial incident response is made to the media by the Incident Commander or designee.

6.6.2 The Incident Commander or designee will provide information to the media regarding the fire/rescue operations on the scene. Questions regarding the impact on Metrorail passengers shall be referred to WMATA representatives.

6.6.3 During major emergencies, the Incident Commander will designate a separate media area. WMATA may designate a separate area for providing information to the media. Both fire/rescue and WMATA representatives will convey and coordinate their responses as appropriate for their respective agencies.

6.6.4 Fire/rescue department and WMATA personnel will refrain from making public statements or critiques that are specific to the operations of the emergency until an investigation is completed.

6.7. Cancellation:

6.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-07 DEVELOPED BY: PRSSC EFFECTIVE DATE: 2011
	SUBJECT: **Hazardous Materials Detection & Operations**	ISSUED BY:

7.1 **Purpose:**

7.1.1 To establish a policy for the detection of and operations for hazardous materials incidents involving the Metrorail system.

(Policy may be amended in accordance with results of any studies that may influence items set forth in this policy. The signatories on this Agreement must first agree prior to making any amendment to this policy.)

7.2. **Applicability:**

7.2.1 This procedure applies to all employees of WMATA and all to fire/rescue personnel responding to an emergency within the Metrorail system.

7.3. **Definitions:**

7.3.1 **(CB EMIS) Chemical-Biological Emergency Management Information System:** A chemical-biological early warning detection system. The system encompasses the processing of chemical sensor data, live local meteorological data, video feeds, real-time track/train data, the execution of below and aboveground dispersion models, and the timely display of critical information to subway and emergency personnel. At street level, the Incident Commander receives vital data as they connect to firefighter jacks (Knox Box), which allow them to monitor events using the (CB-EMIS). This system identifies potentially dangerous environments and displays product concentrations while visually predicting its spread both below and above ground.

7.3.2 (PROTECT) Program of Response and Options Technology Enhancements for Chemical-Biological Terrorism: When a chemical agent (biological agents in the future) is released, it is detected by a series of sensors in select underground Metrorail stations. The WMATA Rail Operation Control Center (ROCC) supervisors are alerted and follow Standard Operating Procedures to determine what operational actions are necessary to save lives and minimize the spread of the threat agent. The ROCC personnel use high-resolution pan-tilt-zoom CCTV cameras to examine the areas of sensor activations and determine threat credibility. If the threat is deemed real (as prescribed by SOP), the ROCC Assistant Superintendent declares a ***Chemical Incident***. Local, state and Federal responders are notified and local fire Battalion Chiefs access the CB-EMIS system and live video feeds by connecting to firefighter jacks (Knox Box) at the affected or adjacent Metrorail stations.

7.4. Background:

The PROTECT system is presently being used in Washington DC, Boston, and New York City. It incorporates detection alerting capabilities and surveillance monitoring to provide information for expeditious emergency personnel deployment and isolation of affected areas to reduce additional harm. The PROTECT software detects, identifies and tracks the spread of a chemical agent through the subway system and above-ground areas. The system is designed to immediately relay important information to fire/rescue personnel outside of the hot zone using the "plug in" firefighter jacks (Knox box) located throughout the Washington area.

7.5. Policy:

7.5.1 Upon alarm and verification of a hazardous materials release (*Chemical Incident*) within the Metrorail system, the actions below will be taken according to WMATA Standard Operating Procedures.

7.6. Procedure:

7.6.1 Alarm Designations

7.6.1.1 Blue Alarm (one sensor activated) with no visual human distress or activation of additional alarms:

7.6.1.1.1 The ROCC will monitor the affected station for 10 minutes. With no additional alarms, WMATA Maintenance Operations Center (MOC) will notify appropriate Metro Police Department personnel for further investigation and resolution.

7.6.1.1.2 Train traffic will not be interrupted. Fire/Rescue jurisdiction communications will not be notified.

7.6.1.2 Yellow Alarm (two sensors activated at the same station) with no visual distress:

7.6.1.2.1 The ROCC will stop train traffic to the affected station and observe for human distress. Any trains entering the affected station are ordered to shut off EV and proceed without opening the doors until they get to the next station. Ventilation fans in the affected station and adjacent stations are immediately shut down.

7.6.1.2.2 If no distress is indicated, normal operations will be resumed after 10 minutes. Maintenance Operations Center (MOC) will notify appropriate Metro Transit Police Department personnel for further investigation and resolution.

7.6.1.2.3 If human distress is observed, the ROCC will declare a *Chemical Incident.*

7.6.1.3 Red Alarm (three sensors activate at the same station) regardless of human distress:

7.6.1.3.1 The ROCC **will declare *Chemical Incident.***

7.6.2 Declaration of ***Chemical Incident*** by WMATA the ROCC will:

7.6.2.1 Notify fire/rescue/police of a ***Chemical Incident*** Hazardous Material release and advise type and concentration of agent being detected by CB-EMIS:

7.6.2.1.1 Stop all incoming trains to the area(s) affected.

7.6.2.1.2 Evacuate passengers from target and adjacent stations and affected trains.

7.6.2.1.3 Shutdown tunnel, station and railcar ventilation systems in affected areas.

7.6.2.1.4 Direct evacuees to designated, safe outside areas where emergency personnel can triage, treat or decontaminate as needed.

7.6.2.2 Fire/rescue personnel will confirm and monitor the incident at safely located Knox box firefighter jack sites to access CB-EMIS.

7.6.3 The ROCC shall immediately notify fire/rescue/police of instances of hazardous material releases that are determined by surveillance, passenger notification, or other methodology, but do not activate the CB-EMIS system.

7.7. Cancellation:

7.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-08(New) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: **Evacuation Cart and EMS Storage and Maintenance**	ISSUED BY:

8.1. Purpose:

8.1.1 To establish policy and procedures associated with the storage and maintenance of the Emergency Tunnel Evacuation Cart (ETEC), both manual and Motorized Emergency Recon Vehicle (MERV) and Emergency Medical Supply cabinets strategically located throughout the Metrorail system.

8.2. Applicability:

8.2.1 This policy and procedure applies to all employees of WMATA and all to fire/rescue personnel responding to an emergency within the Metrorail system.

8.3. Definitions:

8.3.1 Emergency Tunnel Evacuation Cart (ETEC): This cart operates on existing Metro tracks and is used to transport equipment to the incident scene and to remove or evacuate non-ambulatory patients or victims. These carts are strategically located throughout the Metrorail system to allow for quick deployment. See Appendix B (manual) and C (motorized) for cart storage location.

8.3.1.1 ETEC Manual: A manually operated, two-tiered aluminum cart The cart is designed for emergency responders to aid in the transportation of emergency equipment to the incident and for evacuation of injured or ambulatory. Each cart has the ability to transport four (4) persons at a time and can hold up to 1,000 pounds. See Appendix B (ETEC locations)

8.3.1.2 Motorized Emergency Recon Vehicle (MERV): A battery

powered motorized cart weighing approximately 172 pounds and a total carry weight of 2200 pounds. The cart is constructed from high-strength aluminum alloys and has non-conductive 10" flanged wheels. The cart allows emergency response personnel a quick access to trains in a tunnel. The cart is stored in several pieces and must be assembled for deployment. See Appendix B (MERV locations).

8.3.1.3 **SKED:** A stretcher designed for use in technical or confined rescues.

8.3.2 **EMS Cabinets-** Cabinets used to store supplies deployed in the event of a Metrorail emergency incident. Each cabinet presently stores a minimum standard of 100 bandage packages, 100 light sticks (orange) and five (5) SKEDs in addition to jurisdiction SKEDs. Each cabinet inventory list is on the inside of the door. All SKEDS will be marked with storage location (i.e. Metro Center). The EMS Cabinet will be secured and accessible using the **master lock code key (10L619) stamped #27.** See Appendix C (EMS Cabinet locations).

8.4. Background:

8.4.1 The Metrorail system has many areas with long runs between stations, which taxes the initial deployment of personnel due to the lack of a quick and appropriate means of transportation. There is a need to quickly and effectively deploy personnel to a location for reconnaissance, movement of equipment and movement of ambulatory passengers to and from the site for operational success.

8.4.2 The ETEC is the primary means to deploy emergency personnel and equipment into and out of an incident location with limited access. The ETECs are strategically located throughout the Metrorail system. ETEC and MERV apparatus are stored and locked at most rail stations, portals, and other tunnel areas for accessibility and quick and easy deployment. The ETECs (MERV) are stored in an area that provides a power source to maintain the operational readiness of the battery. Periodic inspection of all manual and motorized ETEC apparatus must be part of a normal maintenance program, as specified by the manufacturer's requirements. It is of the utmost importance these carts be accessible and ready for emergency deployment by emergency responders. Frequency and logistics of inspection will be coordinated through the COG Passenger Rail Safety Subcommittee (PRSS).

8.4.3 The EMS Cabinets are strategically located and provide easily accessible resources used for triage, treatment, and movement of passengers during the initial stages of a Metrorail incident.

8.5. Policy:

8.5.1 ETEC apparatus shall be inspected quarterly by WMATA and fire/rescue personnel, pursuant to procedure and manufacturer requirements to ensure operational readiness of the apparatus and so that personnel are familiar with the operation, location and storage of the units. The ETEC will be marked to identify the proper storage location (i.e. Metro Center), and the storage area will be marked identifying the location of the ETEC or MERV unit. A check off sheet will be stored with the unit along with the manufacture maintenance and inspection requirements. WMATA shall be notified if an ETEC is used during an incident or training.

8.5.2 EMS Cabinets shall be inspected and inventoried by WMATA and fire/rescue personnel per procedure coordinated through the PRSS to ensure that proper resource levels exist and are operational and not expired. The cabinets will be marked as "EMS Cabinets." All SKEDS will be marked with storage location (Metro Center) to ensure they are returned after use.

8.6. Procedure:

8.6.1 ETEC and MERV apparatus will be inspected quarterly and maintained pursuant to manufacturer requirements, to include battery power levels and the charging system, ensuring apparatus components are available and operational and the unit is secured. Inspection of the apparatus will be coordinated through the PRSS. WMATA will make inspection and maintenance information available electronically.

8.6.2 To ensure resources are operational, the jurisdiction fire/rescue departments and/or WMATA personnel, pursuant to manufacturer requirements, will inventory EMS Cabinet resource levels. Cabinet inventory will be conducted quarterly and after any incidents. An inventory sheet will be signed and dated by personnel as determined by the PRSS.

8.7. Cancellation:

8.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

GENERAL NOTES

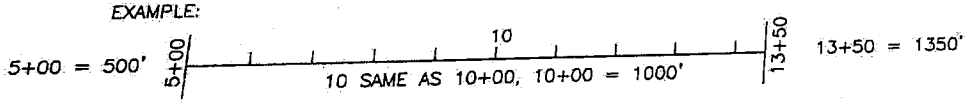
1 PLANS SHOWN ON THE EMERGENCY RESPONSE MAPS ARE NOT TO SCALE, BUT ARE REPRESENTATIVE OF THE ACTUAL ARRANGEMENT OF METRORAIL FACILITIES.

2 THESE MAPS LOCATE AND DESCRIBE THE LAYOUT AND EMERGENCY FACILITIES. THEY ARE INTENDED TO BE AN AID FOR FIREFIGHTERS AND WMATA PERSONNEL IN CONJUNCTION WITH STANDARD OPERATING PROCEDURES.

3 THE ZONE NUMBERS SHOWN ARE KIOSK FIRE ZONE NUMBERS, WHICH CORRESPOND TO THE NUMBERS ON THE FIRE PANEL LOCATED IN THE KIOSK.

4 THE METHOD USED TO MEASURE DISTANCES ALONG THE METRO RIGHT OF WAY IS CALLED STATIONING AND IS IDENTIFIED BY DISTANCE MARKERS. IT IS BASED ON 100 FOOT INCREMENTS MEASURED FROM A ZERO POINT.

EXAMPLE:



5 SIAMESE CONNECTIONS LOCATED AT FAN & VENT SHAFTS ARE SHOWN CONNECTED TO THEIR FACILITIES.

6 STATION SIAMESE CONNECTIONS LOCATED NEAR STATION ENTRANCES ARE CONNECTED TO THE STANDPIPES ALONG THE PLATFORM AND IN EACH FIRE CABINET.

7 ALL FAN AND VENT SHAFTS MARKED AS EMERGENCY EXITS HAVE A STAIRCASE FROM TRACK LEVEL TO THE STREET.

8. THE TYPE OF ACCESS TO TRACK LEVEL FROM THE STREET IS INDICATED ON THE MAPS AS EITHER LADDER, EMERGENCY EXIT OR A COMBINATION OF THE ABOVE.

9 THE ETS (EMERGENCY TRIP STATION) BOXES ARE EQUIPPED WITH A PUSH BUTTON TO REMOVE 3rd RAIL POWER IN THE AREA OF THE ETS BOX, AND AN EMERGENCY TELEPHONE FOR USE WITHIN THE METRORAIL SYSTEM. TELEPHONE NUMBERS ARE PROVIDED AT EACH LOCATION.

10 THE SHADED AREAS BETWEEN THE TRACKS IN THE TUNNEL SECTIONS INDICATES THAT THERE IS NO MEANS OF PASSAGE FROM ONE SET OF TRACKS TO THE OTHER. IF THAT AREA IS NOT SHADED, THERE IS PASSAGE FROM ONE TRACK TO THE OTHER.

11 EACH SHEET IS CONSECUTIVELY NUMBERED PER JURISDICTION. REFER TO MAP DESIGNATIONS WHEN CORRESPONDING BETWEEN JURISDICTIONS.

LEGEND AND ABBREVIATIONS

- EMERGENCY TRIP STATION
- PLYON W/INTERCOM TO KIOSK
- PUBLIC PHONE
- KIOSK
- FAN/VENT SHAFT
- DRAINAGE PUMP STATION (P, ES)
- FAN
- SIAMESE CONNECTION
- FIRE HYDRANT
- EMERGENCY TUNNEL EVACUATION CART
- K — KNOX BOX
- E — EMERGENCY EXIT
- S — STANDPIPE OUTLET
- SP — STATION SPRINKLER
- E.T.E.C. — EMERGENCY TUNNEL EVACUATION CART
- FIRELINE ISOLATION VALVE
- FLAMMABLE VAPOR DETECTOR
- NEXT STATION
- TUNNEL MIDPOINT
- 80 — DISTANCE MARKER
- ACCESS BETWEEN TRACKS
- NO ACCESS BETWEEN TRACKS
- STATION ENTRANCE
- TCR — TRAIN CONTROL ROOM
- TPS — TRACTION POWER SUBSTATION
- TBS — TIE BREAKER STATION
- CP — CHILLER PLANT
- STAIRS ACCESS/EGRESS
- LADDER ACCESS/EGRESS
- CROSSOVER
- RIGHT OF WAY (ROW) FENCE/GATE